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ABSTRACT

The medical library needs of Indonesia were surveyed and recommendations for improving the existing situation are made based on the results of the survey. The survey indicates that: (1) the library collections are out of date and inadequate, (2) there is a need for more and better trained medical librarians and library assistants; (3) there is no modern circulation system for charging out books, (4) generally there is no good coordinated library service between the medical schools and the teaching hospitals and (5) many of the institutions surveyed have no library facilities at all. It is recommended that a Library Development Committee be appointed under the Ministry of Health and that this committee start working out a Master Plan at once. It is further recommended that two library administrators be sent abroad to see: (1) how the modern medical library is organized and managed, (2) how the modern medical library is used for education, research and clinics and (3) how library technology is developing to meet the daily needs. It is highly recommended that the publication and library routine work be mechanized. (Author/NH)

ED 060874

WORLD HEALTH ORGANIZATION (3) Djakarta (Indonesia).

REGIONAL OFFICE FOR SOUTH - EAST ASIA.

(2)

ASSIGNMENT REPORT

ON LIBRARY BANKS IN HEALTH INSTITUTION IN INDONESIA

(D R A F T)

(I N D O N E S I A - 0115/B) R.N.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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(1) by

TAKEO URATA

W.H.O. SHORT - TERM CONSULTANT

21 JUNE - 20 SEPTEMBER 1971 (5)

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INTRODUCTION

Seemingly it has been discussed among Indonesian for-seeing people as well as the librarians concerned that there should be the nation-wide network for the scientific documentation and information in this country. They are proposing to set up four centers; Science and Technology, Biology and Agriculture, Health and Medicine, and Social Science and Humanities, respectively. And there are already existing two of them fairly well established; the Bibliotheca Bogoriensis for Biology and Agriculture, and P.D.I.N. (The National Scientific Documentation Center) for Science and Technology, both of which are really active on the international professional standard.

However, there is no such library on which the future Center for Health and Medicine must be based. This is definitely unhappy and disadvantageous situation for the people working in the nation's health.

This Consultant was assigned to survey the needs of the library facilities under the Ministry of Health Republic of Indonesia, and on the basis of this survey, to make realistic and feasible recommendations to improve the present situation here.

DEFINITION

The term "medical library" is used in this report in rather broad sense, inclusive of medical school libraries, dental school libraries, pharmaceutical libraries, public health libraries, nursing or mid-wifery school libraries, and so on. However, when it is necessary to differentiate among those libraries in the following text, specific terms will be used such as the Ministry of Health Library, the General Hospital Library, or Nursing School Library, etc.

This usage is also applicable to the term "medical librarian" or "medical librarianship".

"The professional librarian" used in this report signifies the librarian who has MS degree in Library and Information Science conferred at any of the Library Schools of world repute, and the "professional medical librarian" is a librarian with further training or research achievement after MS degree.

PROCESS OF CARRYING OUT ASSIGNMENT

The Bureau V, Ministry of Health, under the chief, Dr. Wirjawan, had well prepared for the project 0115 before this Consultant arrived in this country.

~~They made a country-wide survey for health-related libraries under the~~ Ministry of Health, analyzed the results, and got the general conclusions and recommendations out of them. (Annex 3) This Consultant was handed over these documents, and given several chances to discuss and clarify the problems and concepts there of with the Counterpart people. Based on the survey data and the followed discussions, program of visits at selected institutions was carefully made with the help of the Counterpart. At the middle of the program, the Expert Committee members were appointed and were called up at the Bureau V, Djakarta, by the decree of the Minister of Health (Annex 4) to discuss on the problems involved in developing the health libraries in this country, from July 12 - 17, 1971, subsidized by W.H.O.

This Committee Meeting was very successful. They worked hard from early morning till late afternoon, sometimes till midnight. They worked out a paper, "Conclusion of the Result of Expert Committee Meeting for Health Libraries, with Recommendations" (Annex 5), and this paper was presented to the National Health Conference, ~~July 12 - 16~~ August 22 - 28, 1971. This Consultant resumed the program of visits, intermittently with discussions with the people concerned in Djakarta, and finished it on August 31, 1971.

As nearly terminating this Consultant's duty for 0115 and also finishing draft report to SEARO, the Ministry of Health held an informal review meeting on September 1, having members of the Editorial Board (cf. Annex 6) and also the people directly concerned. This Consultant attended the meeting, explained the outline of his report, and exchanged the ideas.

South East Asia Regional Office - W.H.O.

THE FINDINGS OF THE SURVEY AND THE ANALYSIS OF THE PROBLEMS

The following is, therefore, the findings of the survey made by this Consultant's visits, based up on the results of the survey made by the Ministry of Health in questionnaire form, and the synthetic explanation and analysis of the problems involved.

1. COLLECTION

The questionnaire of the Library Survey was sent to 18 Provincial health offices, 29 Regency health offices, 16 Provincial hospitals, 5 Regency hospitals, 7 National institutes, and 29 schools (Total number of institutions surveyed ; 104).

The result shows : 16 institutions have no books at all ; 44 less than 100 books ; 21 between 101 - 500 ; 10 between 501 - 1,000 ; and 13 have 1,001 and more ; and 64 institutions have no journals at all; 19 between 1 - 50, 6 between 51 - 100 ; and 15 more than 101.

Most of the collections are now out-of-date, somewhere at the beginning of 1950's at the latest. However, they must be fine collections for research and educational needs at that times, but unfortunately, none of them has been continuously accessed ever since to be a complete file of scientific journals. Even worse is that many of these old collections are at present misplace, since the promises in which the collections are held, have been given other destinations.

The Ministry of Health Library has received and distributed to health agencies throughout the country a great number of new books as gift from foreign sources, namely USAID, UNICEF, W.H.O., Australian Government, British Council, German Government, Dutch Government, and others. It seems these books have been and are very useful, especially at the National institutes, academies, and the General hospitals. Patentially there is much of urgent needs for research in this country on nutrition and deficiency diseases, malaria, typhoid fever, dysentry, cholera, tuberculosis, repiratory diseases, meningtis, leprosy, leptospirosis, leishmaniasis, schistosomiasis, viral encephalitis, sanfly fever, yaws, tracoma, yellow fever, rabbies, skin diseases, mental illness, and childhood diseases, as well as basic medicine. But nowhere was found the systematic core of research materials in any subject. In most of the visited agencies, complaint was repeated about the definite lack of current journals. Many doctors at the Provincial and Regency health offices asked for materials on public health, health administration, and handbooks for clinical practices.

The Ministry's survey states that educational institutions generally have a satisfactory collection of books in their libraries, but observation reveals that more and adequate materials are needed at the various academies, and schools for nursing and midwifery, etc.

At the family planning training centers as well as the National Training Center Library, collections are not enough, but also not well round in each of the fields, gynecology, obstetrics, pediatrics, population dynamics, birth control methods, psychology, statistics, demography, economics, education, anthropology, sociology, public health administration, etc. And majority of them are donated ones and predominantly in English language. In many of the Provincial and Regency health offices those books are arranged tidily either on the shelves or in the locked-up cupboards, without access for users. Many of the inspectors, doctors, teachers, and the nurses appealed for more publication of books in Bahasa Indonesia. Many of them do read English, but nevertheless they do want more Indonesian books.

It should have been mentioned earlier that practically no selection aids are available at any of the institutions visited. And also no attention is paidcto the aquisition, organization, and use of ephemeral materials, published or unpublished, such as working papers, mimeographed reports, conference proceedings or recommendations, statistics and tables, lectures or syllabuses, various lists, charts and graphs, clipping from newspapers or magazines, etc, which are very important for routine work, research and education.

2. S T A F F

According to the Ministry of Health's survey, 50 out of 104 institutions surveyed has no such workers as clerks, caretakers, keepers, or custodians ; 52 institutions have one part-timer, and only The National Institue of Public Health in Surabaja and the Nutrition Institute in Bogor have a full-time worker. They are not trained librarians by any means, but some of them attended the short-term institute on general librarianship. But chances are very few owing to the shortage of travel budget. There does not exist any out of professional medical librarianship in all of the health institutions. Sometimes doctors or research workers are undertaking the library routine work concurrently, and without exceptions all of them complained of the disadvantages involved.

3. TECHNICAL MANAGEMENT AND UTILIZATION OF THE COLLECTION

There is not much to say under this subject, since there is no staffing of professional librarians in the health libraries. The Ministry's survey shows that 44 out of 104 institutions surveyed have regular library hours for users ; and 60 have irregular library hours. When they say they have regular hours, the collections are in most cases in the Director's officer's rooms, or in general offices, and they are often stored in luxurious locked-up cupboards.

Now the use of library is just imaginable. Out of 104 institutions surveyed, 25 have not a single user for the whole period of a week, 18 have 1 to 25 users ; 7 have 26 to 50 users ; 2 have 51 to 100 users ; and only one has more than 100 users per week.

The reasons why they do not use the library might be :

a. The collection is neither useful nor satisfying their curiosity or interest.

b. They are too busy working outside to read.

c. Publications have not been near at their hands since their childhood. Books are taken to be luxury.

d. Education is not given in such a way students are encouraged or stimulated to read.

e. There are no competent librarians to bridge the users and the collections.

f. Libraries are usually inconveniently located for use.

There is no modern circulation system for charging out books. Books are often recorded as they are accessed in either a big note-book or a thick hard-covered book. Not like medical school libraries, the card catalogs are not normally maintained except some of the National institutes, a few of the general hospitals, and one or two of the schools visited. Of course, the cardex and other similar devices are not used for checking in current issues of the journals and also reference or literature searching service is beyond expectation at the moment.

No good collection, no competont librarian and no use. They are definitely making a vicious cycle.

4. ADMINISTRATIVE RELATIONS OF THE LIBRARY AND OTHER AREAS OF THE MINISTRY

Several points might well be mentioned based on this Consultan's observation.

a. It is impressive for this country to have well-established administrative set-up for health service throughout the country, say, the Ministry of Health, Provincial health offices, Regency or Municipal health offices, MCH, and so on. This is making up a good channel for distributing materials and information from the Central office to the local, or vice versa, although various types of communication are often rather difficult. The Bureau V of the Ministry has been doing a marvellous job in acquiring materials from foreign sources, selecting and purchasing books, and distributing them. Here they are also active in editing, processing, printing, building, and distributing the library materials as well as health information needed for health workers. This is basic and important activity, but most of the work done there is solely dependent to manual labour. They joggle the vast amount of printed, often mimeographed, papers, spread them in order on the tables, collect one by one by order, bound them, classify them, write the addresses on the envelopes, and distribute them, all by hand.

b. Generally there is no good coordinated library service between the medical schools and the teaching hospitals. The medical schools are under the Ministry of Education and Culture, and the teaching hospitals under the Ministry of Health. This causes naturally split allocation of budget, separate library collections, separate management, and consequently no coordination of library service to the doctors and other users. There are, however, some exceptions, like Medan and Semarang.

And also there are rather dispersed units of libraries in a relatively small area, like in Bandung, Where there are the Medical School Library, the Dental School Library, the General Hospital Library, Academy of Nursing Library, Biopharma Library, and all of them have not efficient collection, personnel, facilities, and service.

c. The library is not given a proper status in the organizational structure. Library is, as a concept, combination of collection, librarian, facilities, and service program, but generally here in this country a library is taken to be just a shelving with books. This misunderstanding perhaps is leading to the unproper treatment of a library, not as a vital unit of a given institution. For the moment the library has not such things as fixed budget, and its expense is paid casually out of the miscellaneous business budget provision. As the Ministry's survey dramatically expresses that not a single institution surveyrd has any budget for the library.

d. National institutes, Hospitals, Academies, and Schools should have their own budgets, particularly for book purchase.

The Budget of the Ministry of Health Library for the past three years are :

Year 1969/1970

a. Publication (routine)	Rp. 3 million
b. Libraries (routine)	Rp. 1.5 million

Year 1970/1971

a. Publication (routine)	Rp. 6 million
b. Libraries (routine)	Rp. 1.5 million
c. Publication & Libraries (Pelita)*	Rp. 16 million

Year 1971/1972

a. Publication (routine)	Rp. 10 million
b. Libraries (routine)	Rp. 3 million
c. Publication & Libraries (Pelita)*	Rp. 32 million

* Pelita is National Development Budget.

Remarkable increase is observed in recent years, but this budget, as was mentioned before , is for all of publications to be published and distributed , and for all of the books to be purchased and distributed throughout the country. Perhaps they need such amount of money at least for the single Ministry of Health Library only for book purchase.

The Ministry of Health Library may well select and distribute materials to the Provincial, Regency, Municipal, and sub-district health offices, and partly to the National institutes, the General Hospitals, Academies and Schools. The latter agencies, however, have their own particular needs for research, clinics, and education, and consequently they should have their own selection privilege and their own separate budget for books. But again, professional librarian or librarians are sine qua non for doing so.

3. PHYSICAL QUARTERS AVAILABLE FOR THE LIBRARIES

Out of 104 institutions surveyed by yhe Ministry of Health, 55 have no library facilities at all ; 41 have somewhat library facilities, but they are used concurrently for other purposes ; only 8 have separate library rooms. These separate library rooms are found to be just storages, with different heights or sizes of shelvings, sometimes with one span of wooden ledge attached to the wall. Of course, there is no differentation of kinds of library furnitures, like journal racks, index tables, low shelvings for reference materials, counters, book trucks, display shelvings, browsing chairs and tables, card catalog cases, and so on. And also there is no standardization for library furnitures at all. Sometime shelves are to deep or contrary, and not adjustable according to the size of books. Quite often cupboards are used for keeping the books, but usually they are locked up. Practically there is no mechanical facilities for copying literature requested.

RECOMMENDATIONS :

GENERAL

1. Setting up Library Development Committee.

It is highly recommended that Library Development Committee be appointed under the Ministry of Health and start working out the Master Plan at once. The Expert Committee is proposing Long Range Program : 1972-1982, Intermediate Program : 1972 - 1974, and Action Program : 1972 - 1973, all of which should be coordinated into the Master Plan. The LDC would also be responsible to formulate Standards for Health Library Service, including technical tools (classification scheme, cataloging rules, subject heading list, and filing rules, etc., to be adopted), service forms (interlibrary loan request form, rules for union cataloging), and library furnitures, and other technical standardizations. This Committee will be the logical body to select a number of libraries at different levels for demonstration and operational study, and should plan and promote training of senior, junior librarians, and sub-professional librarians, and also, perhaps, clerical assistants.

2. Setting up the Standing Committee for Coordination.

This is again the committee proposed by the Expert Committee, consisting of the representatives of the Ministry of Health, the Ministry of Education and Culture, L.I.P.I. (Indonesian Institute of Sciences), and other agencies concerned, whose primary responsibility is ; 1) to promote the National Information Center for Health and Medicine, 2) to make and supervise the relocation or transfer program of inadequate or non-used materials among libraries, and 3) to make and promote the program for coordination of the libraries and library services among medical school, dental school, general hospital, academy, and school, whenever logical and feasible. Incidentally, they hold a vision of starting the Central Health Library in 1972, developing it for National Health Library by 1983, and aiming at the National Information Center for Health and Medicine sometime after 1983. For relocation and transfer of inadequate or non-used materials, inventory of holdings of libraries concerned is necessary beforehand and standardization of entry forms should be decided by the LDC.

3. Another W.H.O. Consultant for Implementation of the Program.

It is urged that another W.H.O. Consultant be appointed to implement the program made by the Ministry of Health, after the library administrators come back from their study trip abroad (see next recommendation). His/her main responsibility is ; a) to evaluate the survey and recommendation previously done, b) to cooperate with the LDC, c) to give advice and guidance at the Central Health Library, and the demonstration libraries, d) to give lectures or seminars at the short-term institutes or other opportunities available on medical librarianship,

e) to cooperate with Indonesian Librarians to work out a booklet, " How to organise and run a health library : a manual for librarians, " f) to help the Central Health Library to acquive systematically the book selection aids, and to cooperate with the Editorial Board in book selection, and g) to give any technical assistance possible.

MAN POWER

1. The Library Administrators of High Calibre.

Man power is the decisive factor above all other single factor. For the first place, there should be key administrators with clear perspective for the future health libraries. They play the leading role in drafting the Master Plan, and take the necessary steps one by one to implement the program. To meet this urgent need, it is recommended as the top priority that two of the library administrators should be sent abroad immediately to see 1) how the modern medical library is organized and managed, 2) how the modern medical library is useful for education, research and clinics, and 3) how the library technology is developing day by day to meet the needs.

2. Core Group of Professional Librarians.

There should be at least one professional librarian staffed for each of the provincial health offices, at least 2 for each of the National institutes and the general hospitals (teaching hospitals only) and at least 5 for the Central Health Library at the first stage, possibly in three years. And at the second stage, in two years after the first stage, every academies and other general hospitals should be staffed with one sub-professional librarian. For the third stage, come the school for nursing and midwifery.

For training on medical librarianship, it is strongly recommended to send abroad two of the health librarians who are the graduates of the School of Library Science, University of Indonesia, or equivalents, to receive advanced training on medical librarianship for 6 months to one year, at one of the leading library school or one of the leading medical libraries.

3. Professional Development.

a. The health librarians, possibly with the medical school librarians, are encouraged to form a professional group, formal or informal, to exchange ideas, experiences, new devices, and so on.

b. The basic tools for routine work should be provided at the Central Health Library, National institutes, provincial health offices, and general hospitals.

c. The librarians should be continually given opportunities to refresh and study outside.

d. As the Expert Committee points, adequate salary should be paid and the proper opportunity of promotion be secured.

4. Materials and its Availability.

a. Kit collection. The idea of "kit collection" is introduced as the initiating basic collection, particularly for provincial and regency health offices, consisting of reference books, textbooks, government publications, and possibly a number of current journals, domestic and foreign, which should be carefully selected by the Editorial Board, or its working group, to meet the real need of the health workers. Important is continuous addition to the "kit collection".

b. Provision of W.H.O. publications. It is strongly recommended that both the Central Health Library and the National Research Institute for Public Health be assigned as the deposit library of W.H.O. publications under official contract. And also, either by donation or by global subscription, every items of W.H.O. publications should be available at every National institutes and every Provincial health offices. However, the recruitment and appointment of the professional librarian should be done before in any case,

c. Publication of books in Indonesian and translation. The Ministry of Health might well develop and expand its publication program, especially for nurses, mid-wives, junior health workers, and young doctors, and also translation of important foreign titles should be encouraged. For both purposes, it is urged to get substantial foreign aids to implement the program.

d. Technical process. The following tools are recommended to use as standard for all of the health libraries. 1) National Library of Medicine Classification Scheme, 2) Anglo-American Cataloging Rules, 1967. 3) National Library of Medicine : Medical Subject Headings (MeSH).

e. Professional literature. To level up the present service, every health librarians should have access to at least 1) Handbook of Medical Library Practice, 3 rd ed., 2) Handbook of Special Librarianship and Information Work, 3 rd ed., 3) Bulletin of the Medical Library Association, and 4) Special Libraries (journal).

f. Home-made bibliographies and indexes. The Ministry of Health Library has already compiled "Bibliography of Government Publications" and others, which should be published and distributed immediately. This kind of service will definitely stimulate use of books and library. Other libraries are also encouraged to render active, not passive, service to make more use of books and libraries.

g. Remodeling or rearrangement . It is not always necessary to have a new, functional building to render a good service.

Remodeling of the present facilities, or re-arrangement of furniture will often improve the situation. And also announcement of new books, distribution of new accession list, and other devices are all helpful for the readers.

h. Making the materials more accessible . Whenever and wherever feasible, take out books from directors, principals, or officers rooms and from their locked-up cupboards, and arrange them in usable order, and also shelve them on the open shelvings in a room or at a corner which is conveniently located from every service units.

5. Equipments.

The Ministry of Health Library should be strengthened as the top priority every way possible. For this purpose, it is highly recommended that the publication and library routine work mechanized to a great extent immediately. According to this Consultant's observation, the following machines are badly needed by the Library. 1) Photo-copy machine, 2) Sort machine, 3) Rex rotary machine, 4) Addressing machine, 5) Reproduction card machine, 6) Printing unit machine, and 7) Offset machine. Incidentally, the Library itself has no vehicles to distribute and collect library materials to other units.

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LIBRARIES AND AGENCIES VISITED

DJAKARTA

Ministry of Health Library
Djakarta Raya Health Department

Dr. Tjipto Mangunkusumo Central Hospital Library
and some of its dopartmantal collections

Academy of Nutrition Library
Academy of Health Inspector Library

National Pharmacy Institute Library
National Health Research Institute Library

University of Indonesia Faculty of Medicine Library
University of Trisakti Faculty of Medicine Library
Catholic University of Indonesia "Atma Jaya" Faculty of Medicine Library
Christian University of Indonesia Faculty of Medicine Library
University of Trisakti Faculty of Dentistry Library

P.D.I.N. (National Scientific Documentation Center)

British Council Library
U S A I D

National Training Center of Family Planning Library
National Bibliography
National Archives

BANDUNG

West Java Provincial Health Department
Bandung Municipal Health Department Library

"Hasan Sadikin" General Hospital Library
and some of its departmental collections
Biopharma Library

Academy of Nursing Library
Padjadjaran State University Faculty of Medicine Library
and some of its departmental collections
Padjadjaran State University Faculty of Dentistry Library

SURABAJA/MALANG/LAWANG

East Java Provincial Health Department
"Dr. Sutomo" General Hospital Library
General Hospital, Malang, Library

Mental Hospital, Sumber Porong (Lamang) Library
National Health Research Institute Library

Airlangga University Faculty of Medicine Library
Malang Medical College Library
Airlangga University Faculty of Dentistry Library

School for Nursing and Midwifery Library
School of Dental Nurses Library

Airlangga University Faculty of Economics Library

DEN PASAR

Bali Provincial Health Department
Regency Health Department
Health Center Library

"Sanglah" General Hospital Library
and some of its departmental collections.

School for Nursing and Midwifery Library
School of Assistant Nurses Library

Udayana University Faculty of Medicine Library
Udayana University Central Library

M E D A N

North Sumatera Provincial Health Department
General Hospital, Medan, Library
and some of its departmental collections

School for Nursing and Midwifery Library
School for Nursing and Midwifery (Municipal Hospital)
Library
Analytical School Library

North Sumatera University Faculty of Medicine Library
and some of its departmental collections
North Sumatera University Faculty of Dentistry Library
North Sumatera University Central Library

P A D A N G

West Sumatera Provincial Health Department
General Hospital, Padang, Library
and some of its departmental collections

School for Nursing and Midwifery Library

Andalas University Faculty of Medicine Library
and some of its departmental collections
Andalas University Central Library (including collection)

SEMARANG

Central Java Provincial Health Department
Family Planning Training Center Library
Ungaran Health Center Library

"Dr. Karjadi" General Hospital Library
and some of its departmental collections

School for Nursing Library
Diponegoro University Faculty of Medicine Library

JOGJAKARTA

Jogjakarta Provincial Health Department

School of Assistant Pharmacists Library

Gadjah Mada University Faculty of Medicine Library
Gadjah Mada University Faculty of Dentistry Library
Gadjah Mada University Central Library
Gadjah Mada University Faculty of Economics Library

B O G O R

Nutrition Research Institute, Sembodja Unit, Library
Bibliotheca Bogoriensis

SUKABUMI

Regency Health Department

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ORGANIZATIONAL STRUCTURE, FUNCTIONS, AND JOB SPECIFICATION OF BUREAU OF EDUCATION MINISTRY OF HEALTH

A. POSITION IN THE ORGANIZATIONAL STRUCTURE :

1. The Bureau of Education is one of the units of the Secretary General.
2. The Bureau of Education is headed by a Bureau Chief.
3. The Bureau Chief is under and directly responsible to the Secretary General.

B. MAIN FUNCTION :

The Bureau of Education's main function is to help the Secretary General in giving technical and administrative assistance in educating Health Personnel.

C. FUNCTIONS :

The Bureau of Education has the function of coordination, analysis, planning, programming, supervision and research in connection with above mentioned main function.

D. JOB SPECIFICATION :

1. The Chief of the Bureau of Education work according the general policy outlined by the Secretary General.
2. The Chief of the Bureau of Education is directly responsible to the Secretary General.
3. The Chief of the Bureau of Education is assisted by Division Heads.
4. The Chief of the Bureau of Education is obliged to give guidance and supervision to the Division Heads working under him.
5. During the Chief of Bureau of Education's absence, the Secretary General appoints a temporary Chief of Bureau of Education.
6. The Chief of Bureau of Education must maintain a close cooperation with other Bureau Chiefs within the Secretariate-General of the Ministry of Health.
7. For the purpose of planning, recording and research, the Chief of Bureau of Education requires data and reports on education from the Directorate-General of the Ministry of Health.
8. For the development and guidance of the staff, the Chief of Bureau of Education holds meetings with the Division Heads.
9. The Chief of Bureau of Education is obliged to give periodic-reports and/or special reports to the Secretary General about the development and achievements of the working plans of the Bureau of Education.

10. The Chief of Bureau of Education makes a yearly report about the situation, development and achievements of the whole Ministry.
11. To accomplish the above mentioned task, the Chief of Bureau of Education gets the support and data from other Bureau Chiefs.
12. The yearly report mentioned above must be in the hands of the Secretary General before December 15 of the year of the report.

E. STRUCTURE OF ORGANIZATION :

The Bureau of Education consists of :

1. The Division of Specialistic Manpower.
2. The Division of Operational Manpower.
3. The Division of Pharmacy Manpower.
4. The Division of Health Education.

4.1. Sub Division of Programme Planning.
4.1.1. Research and Evaluation.
4.1.2. Programme Planning.

4.2. Sub Division of Media Production and Distribution.
4.2.1. Production.
4.2.2. Supplies/logistics and Distribution.
4.2.3. Administration and Finance.

4.3. Sub Division of Extension.
4.3.1. Information.
4.3.2. Education.

4.4. Sub Division of Promotion.
4.4.1. Consultations.
4.4.2. Technical Assistance.

5. The Division of Libraries and Publication.

5.1. Sub Division of Libraries.
5.1.1. Cataloging and Classification.
5.1.2. Provision of Library commodities.
5.1.3. Storing and Lending.

5.2. Sub Division of Publication.
5.2.1. Editing.
5.2.2. Publication.
5.2.3. Distribution.
5.2.4. Administration and Finance.

3. ~~POWERS~~ AND RESPONSIBILITIES :

a. To compile and analyze the general policy made up by the Minister of Health on Manpower Education and Health Education.
b. Planning of general policy on Manpower Education and Health Education according to the policy of the Minister of Health.
c. Planning of the implementation of the general policy on Manpower Education and Health Education.
d. Supervising the data collection, evaluation, predictions, planning and programming of Manpower Education and Health ~~Education~~.
e. Planning, policy making and supervision of foreign assistance (money and/or materials) for Manpower Education and Health Education.
f. Planning, policy making and supervision of fellowships (training of manpower abroad).
g. Planning, decision making and provision of materials and media needed for Manpower Education and Health Education.
h. Supervision of the qualifications and licensing of Manpower Education by agencies within and outside of the Ministry of Health.
i. Supervision of Manpower Education and Health Education conducted within and outside of the Ministry of Health.
j. Cooperation with other Instalations is the field of training/ upgrading of Health Manpower.

1. Division of Specialistic Manpower (pro Memori)
2. Division of Operational Manpower (pro Memori).
3. Division of Pharmacy Manpower (pro Memori).
4. Division of Health Education.

a. Conducting surveys and analysis of the community, to build up a program planning for Health Education activities.
b. Preparing plans for general policies of Health Education.
c. Guidance and supervision about Health Education to all Health programmes.
d. Preparing a manual about the techniques and equipment for the implementation of Health Education activities.
e. Provision and distribution of technical assistance, equipment and media for Health Education activities.

4.1. Sub Division of Program Planning.

a. Conducting surveys and analysis of the community to build up a programme planning for Health Education activities.

b. Preparing plans for general policies of Health Education.
c. Preparing plans and programmes for Health Education.

4.1.1. Research and Evaluation.

Survey, study and analysis in the fields of sociology, social physchology and cultural anthropology for Health activities.

4.1.2. Planning.

a. Preparation and planning of Health Education programmes.
b. Analysis and evaluation of present programmes for re-planning.

4.2. Sub Division of Production and Distribution of Media.

a. Provision of equipment and media needed for Health Education activities.
b. Supplying equipment for Health Education activities.
c. General administration and financing.

4.2.1. Production.

Production of formal documents, pamphlets, photos and other Media for National consumption.

4.2.2. Supplies and Distribution.

a. Provision and storage of commodities and equip-
b. ment for the production of media.
b. Storing and distribution of media and other commodities to recipients.

4.2.3. Administration and Finance.

Conducting general administration and finance.

4.3. Sub Division of Extension.

a. Information, development of manpower and the community in Health Education.
b. Preparation of manuals and commodities needed for Health Education activities.
c. Curriculum and qualification for recruitment of teachers and students of Health Education.

4.3.1. Information.

Conducting information on Health programmes of the Government, the benefits for the community and the cooperation needed for the success of the programme.

4.3.2. Education.

a. Preparation of manuals and teaching-aids for Health Education.

b. Re-evaluation, modifications and preparation of Health Education curriculum in every Teaching Institution.

c. Preparation of qualifisation requirements for students and trainers to develop their skills (pre/in-service training,seminars).

4.4. Sub Division of Promotion.

a. Providing guidance, assistance and supervision in preparing and implementation of Health Education programmes.

b. Providing technical guidance in the use of methods/systems/media of Health Education.

c. Preparation, improvement and development of the methods/systems/media of Health Education.

4.4.1. Consultation.

a. Assisting the preparation of Health Education programme-activities within and outside of the Ministry of Health.

b. Guidance and supervision of the implementation of Health Education programmes.

4.4.2. Technical Assistance.

a. Providing technical assistance in the use of methods/systems/media of education in Health Education.

b. Preparation, improvement and development of the rights methods/systems/media used in Health Education programmes.

5. Division of Libraries and Publication.

a. Policy making about the utilization of libraries according to the needs of the Health programmes.

b. Providing assistance and guidance on the utilisation of all the existing libraries within the Ministry of Health.

c. Preparation, provision and publication of library material needed by the Ministry of Health.

d. Provision, management and supervision of library administration.

5.1. Sub Division of Libraries.

a. Preparation, management and supervision of storage and maintenance of libraries.

b. Provision of the necessary library equipment.

c. Management and supervision of library administration.

5.1.1. Cataloging and Classification.

a. Preparation of a catalog and classification of books, local as well as foreign, according to the existing methodology.

b. Storage and arrangement of books according to the catalog and classification.

5.1.2. Provision of Library commodities.

a. Planning and surveying the needs of a library.

b. Provision and purchase of library commodities and its administration.

5.1.3. Stor[illegible] and Lending.

a. Pr[illegible]vision of library services to customers.

b. Checking and supervision of borrowed books and other equipment.

c. Arranging, storing and maintenance of books and other library equipment for the customers.

5.2. Sub Division of Publication.

a. Collection, checking and editing of materials to be published.

b. Provision and publishing important materials.

c. Distribution and mailing of library material to the agencies needing them.

5.2.1. Editing.

Serutinizing, collecting, editing and preparing the materials for publication.

5.2.2. Publication.

Administrative and management of publication of material until ready for distribution.

5.2.3. Distribution.

a. Storing and up-kept of books and other material to be distributed.

b. Administration and management of the distribution of books and other material to the agencies needing them.

5.2.4. Administration and Finance.

Conducting the administration and finance.

POLICY OUTLINE OF
THE DIVISION OF LIBRARIES AND PUBLICATIONS,
MINISTRY OF HEALTH.

1. OBJECTIVE

   a. Provision of reading material in various forms to all the health workers in Indonesia.
   b. Provision of commodities for health libraries with up to date, useful and effectively utilized material.
   c. Development of service for health workers in their efforts to implement Health programmes and in developing their careers.

2. AUDIENCE

   a. Health workers of Health Instalation all over Indonesia.
   b. Students of Institutional education.
   c. Participants of additional training/upgrading.
   d. Libraries of Government and Private Instalation.
   e. Members of Parliament.
   f. Government officials.
   g. Indonesian Embasies.
   h. Foreign Embasies in Indonesia.
   i. The commtnity.

3. It is aimed to support the implementation of all of the programmes of the Ministry of Health ; development of the Health profession ; improve the knowledge of non-medical workers working within the Ministry of Health, etc.

4. Department of Publication and Libraries is supported by the following bodies :

   1. Publication Board
   2. Redactional Board
   3. Editor and Staff
   4. Magazine reporters/photographers
   5. Team of translators
   6. Sub-committees
   7. Experts in the Health Field.

5. WORK-LOAD

   - Office hours : 07.00 - 14.00.
   - Overtime : 14.00 - 16.00., for distribution, text correction, lay out, design, etc.

SUGGESTED PROGRAM OF VISITS
FOR HEALTH LIBRARY ADMINISTRATORS
FOR THREE MONTHS.

(Arranged by Order of Visits)

J A P A N

Tokyo :

University of Tokyo Medical Library.
See the use of library owned computer for accession of periodicals, cataloging, binding, etc., and the arrangement of materials for users.

Keio University Kitasato Memorial Medical Library.
See the extensive activities, viz. literature searching, indexing, translating, audio-visual service, etc., as well as administration.

Japan Medical Library Association (HQ).
See the cooperative activities, such as inter-library loan, cooperative acquisitions, cooperative cataloging through its network.

UNITED STATES

Honolulu :

University of Hawaii Graduate School of Library Studies (Officially Related to University of Indonesia Department of Library Science).
Investigate the possibility of training of health librarians at Honolulu and Djakarta.

Los Angeles :

University of California Los Angeles Bio-medical Library.
See the extent and quality of materials accessed and services rendered, as well as administration, and also activities connected with MEDLARS.

Los Angeles Medical Society Library.
See particularly the video-tape service for refreshing doctors.

San Francisco :

University of California Medical Center Library.
See the effective arrangement of materials and the collection of medical history.

Denver :

University of Colorado Medical School Library.
See the computerized activities based on MEDLARS.

St. Louis : Washington University Medical Library and Olin University Library.

See the well-administered medium-size medical library, its selected and organized materials, reference work, and administration, and from the latter, study the functional library building.

Chicago : Medical Library Association (HQ).

See the exchange system of duplicate journals, hear about the fellowships open to foreign librarians, and get familiar with its publications.

American Library Association (HQ).

Visit Board of International Relations, Library Education Division, and Publication Division.

Research Library Center (ex Midwest Inter-Library Center).

Study as a sample of cooperative storage and utilization of little-used materials deposited by participating libraries.

John Crerar Library (Evanston).

Study the management and library service of this outstanding science.

Boston : Harvard University Countway Medical Library.

Study the joint-venture of medical school and medical society, as well as the size of collection, service, administration, and the building design.

(If interested in library building, may visit Masachusetts Institute of Technology Library).

New York : Columbia University Medical Library.

Study the selection, accession and organization of materials, reference service, and administration, and get familiar with the types of literature to be acquired for the health library.

Columbia University School of Library Service.

See the courses on special librarianship including medical librarianship.

New York Academy of Medicine Library.
See the well-established library and get familiar with its publications as biography index, portraits index, etc.

New York Medical Library Center.
Study the functional joint-venture of many medical libraries.

United National Library.
Of time allows, may visit Library Bureau, well-known library furniture manufacture, H.W. Wilson, Special Library Association, etc.

Philadelphia :

College of Physicians of Philadelphia.
See its indexing and searching service for MEDLARS.

Smith Kline and French Library.
See one of the representative pharmaceutical libraries.

Institute for Scientific Information.
See and get familiar with Science Citation Index, Current Contents, Index Chemicus, and ASCA service.

3 i (Three Ai).
See its computerized service for Excerpta Medica, Chemical Abstracts, Chemical Titles, IEEE and others.

Biological Abstracts, Inc.
See and get familiar with Biological Abstract and its corollary literatures.

Washington, D.C. and Bethesda :

National Library of Medicine.
Take time and explore every possibilities of using this library for Indonesia (e.g., photo-copy service).
Study the outline of MEDLARS.
Get familiar with Index Medicus, Recurring Bibliographies (Index to Dental Literature, International Nursing Index, etc. All are important).

If possible, get instruction of how to search literature on problems specific for the South-East Asian countries, by use of MeSH and its Tree Structure.

Public Health Service (Dept. of Health, Education and Welfare).
Make arrangement of receiving free specimen copy of every publications at the Health Library.

National Institute of Health Library.
See the 24 hours service and recognize how library is important for research workers.

USBE (United States Books Exchange).
Get familiar with the procedure to get books and and back issues of journals at inexpensive cost to fill in the gaps at the Indonesian health libraries.

UNITED KINGDOM

London :

British Council Medical Library.
See the activities there and hear about the medical section of Library Association.

Welcome Historical Medical Library.
See the library collection as well as the Museum. (May visit British Museum Library, Library Association, University of London School of Librarianship, etc.).

Boston Spa :

National Lending Library for Science and Technology.
See the extensive collection of world medical literature and get familiar with use of coupons for photo-copy service.

H O L L A N D

Amsterdam :

Excerpta Medica Foundation.
See how the abstracts journals are made and understand the outline of computerized service (CRAM MEMORY).
Also get familiar with its publications (reference books, monographs and secondary materials, such as Adverse Relations Titles, etc.).

Medical History Museum.
(May visit Ministry of Health, Medical School, at Den Haag, Leyden, Groningen and Utrecht).

F R A N C E

Paris : U N E S C O (HQ). "
Discuss on exchange of publications and assistance programmes for libraries.

SWITZERLAND

Geneva : W H O (HQ).
See the Headquarters Library, Publication Section, etc.

I N D I A

New Delhi : S E A R O.
See the SEARO Library.

T H A I L A N D

Bangkok : Mahidol University Siriraj Medical Library.
See the library and discuss on interlibrary loan, exchange of materials, and so on.

(May visit University of Malaysia Medical Library, Kuala Lumpur, and University of Singapore Medical Library).

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UNITED NATIONS FUND FOR POPULATION ACTIVITIES (UNFPA)

1971 - 1972 PROJECTIONS

UNFPA Submission No. : 1050

W.H.O. Project Number: Indonesia-0115

AGENCY : W.H.O.

REGION : SEARO.

COUNTRY : Indonesia.

Title of the Project : Library Banks in Medical Schools.

Description :

A i m : To assist in establishing lending and reference libraries for medical students on subjects related to family health.

In 1971, a consultant is assisting in surveying the needs in medical schools and in planning one library. A second consultant in making a similar survey in relation to the needs of the Ministry of Health and it is planned that this assignment will lead to a separate project. Provision is requested for fellowships and supplies in 1972, to be repeated in 1973 with a repeat visit of the consultant for evaluation.

BUDGET PROVISION REQUESTED

	M/M 1972	M/M 1973	1974
- Staff (Regular)			
- Consultant/s		1/4 7,200	
- Participant, National (Meetings, Training, Courses).			
- Fellowships	2/24 10,800	2/24 10,800	
- Supplies & Equipment	10,000	25,000	
- Supporting Services			
T O T A L	20,800	43,000	

Attention : W.H.O. Representative
to Indonesia.

MEMORANDUM
ON INDONESIA 0115

The following is our minimum recommendations for W.H.O. to implement the guideline suggested in our reports.

1. Send key persons abroad to get clear perspective for immediate action.

   a. KEY PROMOTERS

      1. For medical school libraries
         Dr. Partomo Alibasjah, or equally influencial person.
      2. For health libraries
         Dr. Wirjawan, or Dr. Soebakti.

   b. KEY LIBRARY ADMINISTRATORS

      1. For medical school libraries
         No definite candidate available.
      2. For health libraries
         Mrs. Jojoh Wartomo S.H.

   Attached is the suggested program of visits for this purpose. This is the most important recommendation above all other single recommendation.

2. Appoint another W.H.O. Consultant.

   Better to appoint him/her after the above said people come back from abroad.
   His/her chief repensibility is.

   1. to evaluate the result of the survey and recommendation made by us.
   2. to give technical advice and guidance both at the University of Indonesia Medical School Library and the Ministry of Health Central Health Library.
   3. to give lectures or seminars at any opportunity available for professional development.
   4. to cooperate with the Indonesian librarians to work out a booklet "How to organize and run a library ; a manual for librarians".
   5. Others.

3. Assignment of W.H.O. Deposit Libraries.

a. The following institutions should be assigned under official contract as deposit libraries of W.H.O. publications.

1. Medical School Libraries
   University of Indonesia Faculty of Medicine Library
   Airlangga University Faculty of Medicine Library.

2. Health Libraries
   Ministry of Health Central Health Library
   National Research Institute of Public Health Library (Surabaja).

Recruitment and appointment of at least one professional librarian should be provided in the contract.

4. Strengthening of the Key Libraries.

The following is just provision of equipment and supplies. All other recommendations are included in the text of our reports.

a. For University of Indonesia Medical Library.

1. Photocopy machine	1	Rp.	800,000
2. Filing cabinet	2	Rp.	200,000
3. Typewriter (Electric)	1	Rp.	250,000
4. Card dupricater	1	Rp.	250,000
5. Cardex (Strays)	1	Rp.	150,000

b. Ministry of Health Central Health Library.

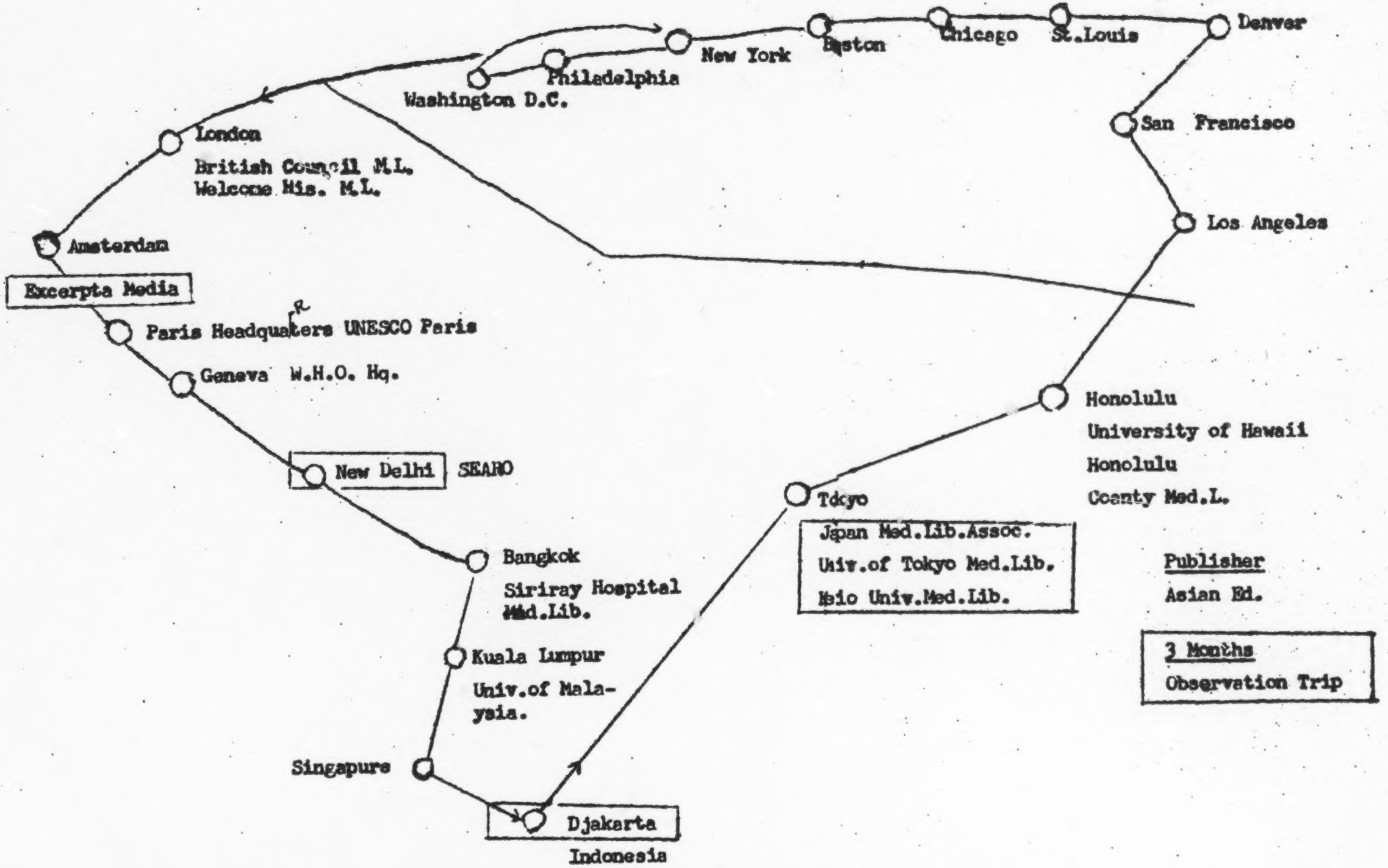
1. Photocopy machine	1	Rp.	405,000
2. Sort machine	1	Rp.	92,000
3. Rex Rotary machine	1	Rp.	1,250,000
4. Addressing machine	1	Rp.	250,000
5. Reproduction Card machine	1	Rp.	250,000
6. Photo-Typesetter	1	Rp.	120,000
7. Printing Unit machine	1	Rp.	2,000,000
8. Offset machine	1	Rp.	6,000,000

If still more fund is available, second priority should be the Airlangga University Medical School Library, and National Research Institute for Public Health Library (Surabaja).

Sincerely,

Signature
TAKEO URATA
W.H.O. Short Term
Consultant.

Signature
YOSHINARI TSUDA
W.H.O. Short Term
Consultant.


Washington D.C.
Philadelphia
New York
Boston
Chicago
St.Louis
Denver
San Francisco
Los Angeles
Honolulu
University of Hawaii
Honolulu
County Med.L.
London
British Council M.L.
Welcome Mis. M.L.
Amsterdam
Excerpta Media
Paris Headquarters UNESCO Paris
Geneva W.H.O. Hq.
New Delhi SEARO
Bangkok
Siriray Hospital Med.Lib.
Kuala Lumpur
Univ.of Malaysia.
Singapure
Djakarta
Indonesia
Tokyo
Japan Med.Lib.Assoc.
Univ.of Tokyo Med.Lib.
Keio Univ.Med.Lib.
Publisher
Asian Ed.
3 Months
Observation Trip